



Talbot County Board of Appeals
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8040

Application Procedure for Special Exception or Modification

Please read the attached material thoroughly. The documents in the application packet should be completed and delivered to the Talbot County Board of Appeals located in the Talbot County Planning and Permits Office. The filing fee is \$700.00, which includes a \$400.00 review fee & a \$300.00 deposit for advertising. Any portion of the advertising deposit not utilized will be returned. Checks shall be made payable to **Talbot County**, Maryland.

At the time the completed application is returned with all forms signed and dated, dates will be scheduled for your hearing, sign posting and other pertinent dates. The applicant/agent is responsible for noting & complying with these dates. Direct any questions to Chris Corkell, Administrative Assistant to the Board of Appeals Office at (410) 770-8040.

1. **Application for Special Exception:** Complete the "Purpose of Appeal". This informs the Board what the application is for. You may attach a typewritten sheet if additional space is needed. Please give a **detailed description** of your request.
2. **Special Exception Requirements:** These documents contain standards as defined in § 190-180 that you will be required to address during the hearing. They are the basis for the appeal. All questions must be addressed, do not leave any questions unanswered.
3. **Adjacent Property Owners:** The Applicant/Agent is responsible for obtaining the names and addresses of all property owners contiguous to the subject property as stated in Chapter 20, §20-10 of the *Talbot County Code*. For purposes of this Section, contiguous means all properties adjacent to and opposite said property, measured at right angles to any intervening road or street. Said mailed notice shall be directed to the address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>. A copy of the tax map is needed with subject property highlighted.

Water Front Property

For parcels fronting on the water, contiguous property owner(s) also include owners of property within 1,000 feet of the subject property, whose line of sight to the subject property is entirely over water.

4. **Posting Property, Chapter 20, § 20-9:** This statement informs the Applicant/Agent when and where a sign is to be posted. Should two signs be necessary, the Planning and Permits Office will inform the Applicant/Agent and posting locations will be designated.
5. **Sign Maintenance Agreement:** This agreement is signed by the Applicant/Agent. The sign is to be continuously maintained in a conspicuous location on the property for 15 days prior to the hearing and returned to the Planning and Permits Office within 5 days after the hearing date, or a substantial fine may be imposed. See insert in this package for posting of the sign.
6. **Location Directions:** The Applicant/Agent is responsible for providing detailed directions to the property in question.
7. **Site Plan:** The Applicant is responsible for preparing a site plan which includes: dimensions of property, location of all existing and proposed buildings, tree lines and proposed additions showing setbacks from property lines and names of adjoining roads, streams, or bodies of water. The site plan must be drawn to scale. Contact the Board of Appeals Office for number of site plans needed for your project along with one (1) additional copy if within the 100' buffer, one (1) additional copy if property is located on a state highway and one (1) additional copy for any other agency that may need a copy for review.
8. **Written Acknowledgement:** When the Applicant is someone other than the owner of the property for which the Special Exception is requested, the Applicant shall attach to the application a letter of authorization from the owner stating that he/she has reviewed the application and concurs with its content.

9. **Incomplete Application:** The application shall be delivered to the Talbot County Board of Appeals located in the Talbot County Planning and Permits Office. If the application is deemed incomplete in any respect, it will be returned to the applicant, and shall not be considered filed with the Department. Federal, State and/or local permits or approvals may be required to be obtained prior to application submittal.
10. **Covenants:** If your property has a covenant please provide a copy when application is submitted to this office.
11. **Miscellaneous:** Submit all copies of any letters, affidavits, memos or documents that are referenced within your application.

Informational Purposes only Special Exception

Public Hearing Notice: Public notice shall be given for a public hearing on an application for a Special Exception by the Board of Appeals in accordance with the provisions set forth in Chapter 20, § 20-11 of the *Talbot County Code*.

Site Visit: A majority of the members of the Board of Appeals shall be required to visit the site for which the Special Exception is requested before a hearing. All structures and piers must be staked when application is submitted to this office. However, a decision on a Special Exception shall be decided upon the basis of the evidence of record.

Recommendation of Planning Commission: Before deciding any application for a Special Exception the Board of Appeals shall seek the recommendation of the Planning Commission. The Planning Commission shall concern itself with the necessary findings when formulating its recommendations for a Special Exception. The recommendation shall be considered by the Board of Appeals, and shall become a part of the record but shall not be binding upon the Board of Appeals. The Board of Appeals may request from the Planning and Permits Office or Planning Commission such technical service, data, or factual evidence as will further assist the Board of Appeals in reaching decisions.

Modification of a Special Exception: The enlargement or alteration of a use or of the structure and facilities occupied by a use, which was previously allowed by a Special Exception approval, shall require a Special Exception use amendment. Such an amendment shall be reviewed following the same procedures required for a Special Exception as listed above except that the Planning Officer may approve the amendment if the amendment is determined to be minor as defined in § 190-180-E.

No amendment shall be considered which does not involve the enlargement or alteration of a use, or of the structures and facilities occupied by a use, except on the grounds of new evidence or proof of change of conditions.

Expiration of a Special Exception: A Special Exception shall lapse and become null and void (18) eighteen months following the date on which it was approved, unless prior to the expiration date, construction is commenced and diligently pursued toward completion, or unless the use for which the permit was granted is commenced within (18) eighteen months, or unless an application for renewal (for (18) eighteen months only) is granted by the Board of Appeals prior to the expiration date. The permit shall remain in effect so long as the use for which it was issued remains in operation.

A Special Exception shall be transferable, without formal or written confirmation to subsequent owners of a property, provided that there is no significant change in the character of the site or of the use. Any conditions attached to the approval shall continue to be binding by subsequent owners of the site.

Cottage Industry must notify the Planning Officer in writing if ownership changes.

Applicants applying for telecommunication towers will be required to appear for review by Historic Preservation Commission, Technical Advisory Committee, and Planning Commission prior to Board of Appeals hearing.

The Administrative Assistant to the Board of Appeals may not give advice with regard to this application nor is she permitted to assist in the preparation.

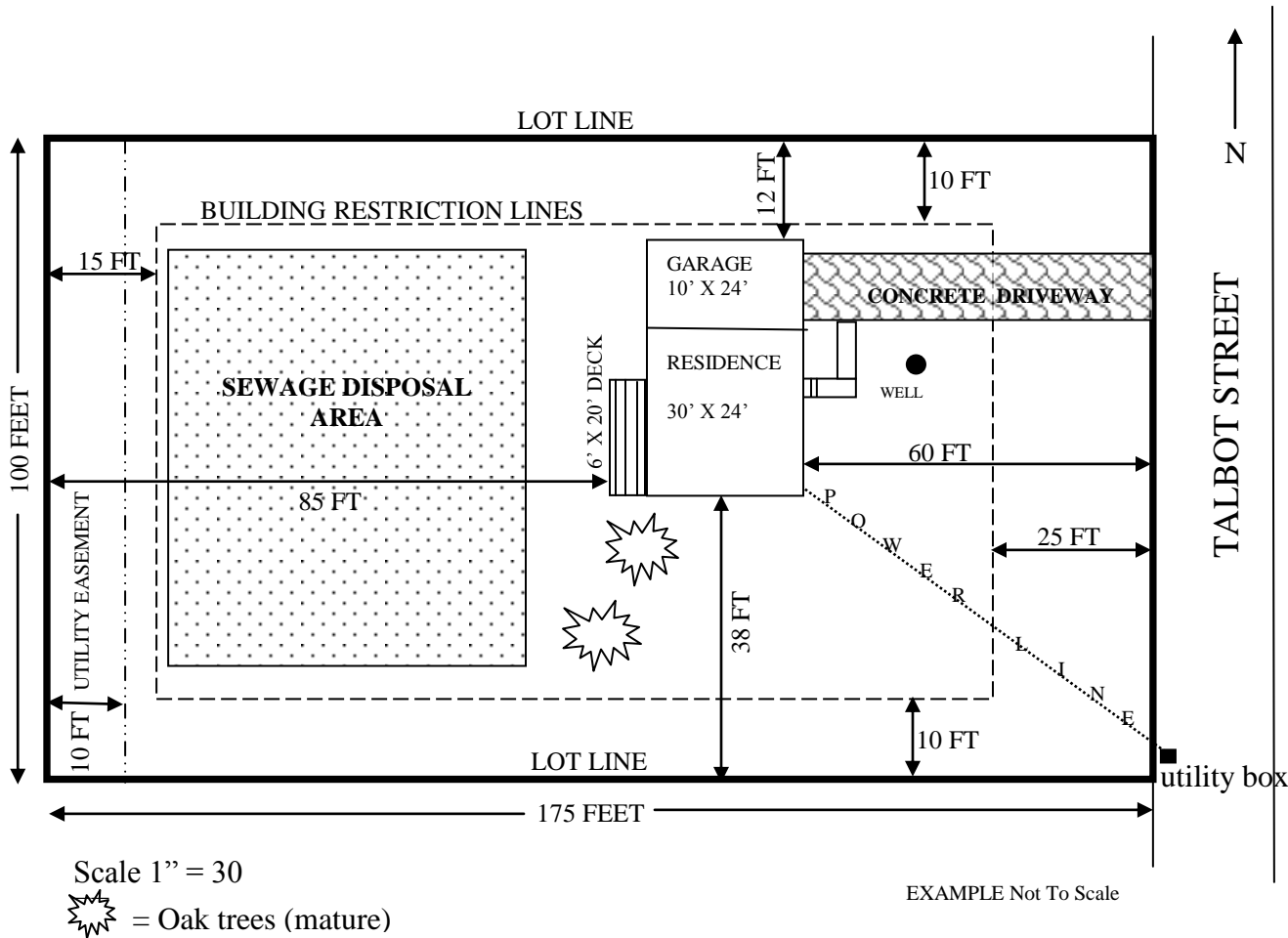
This original package must be returned with original signatures and dates, please contact Board's Secretary for amount of copies needed.



Site Plan Requirements
(Residential Variances, Nonconforming Uses and Special Exceptions)

- Drawing must be to scale. The scale of the drawing and an arrow showing a direction of North, must be noted on the plan.
- Show all boundary lines and lot size.
- Location and dimensions and use of all existing and proposed buildings and structures on the site. Distances from property lines, or setback (setbacks from tidal and non tidal wetlands, 100 foot shoreline development buffer from Mean High Water, streams, steep slopes, state highway, etc.,) to the proposed structure. Measurements need to be taken from the closest point of the structure. Measurements from decks only if structurally connected to the dwelling. Show streams and label bodies of water.
- Show location of underground power lines and all other utility lines & boxes.
- Show forest cover on site, individual standing mature trees and all areas of forest to be cleared.
- Location, name or number of all streets and alleys adjacent to the site. Show any on site or off site easements or private roads that provide access between the site and public road.
- Location of on-site parking and driveways (provide space for at least two cars).
- Show location of well and proposed or existing location of septic tank and drain field (and reserve drain field), as specified by the Health Department.

EXAMPLE SITE PLAN





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Notice of Public Hearing for Advertisement

In accordance with Chapter 20, of the *Talbot County Code*, notice is hereby given that a public hearing will be held in the **Bradley Meeting Room, Court House, South Wing, 11 North Washington Street, Easton, Maryland** on **(Date & Time)** by the Talbot County Board of Appeals to hear the following petition:

Applicant(s), Name(s) _____

_____ are/is requesting a (Variance, Special Exception or Administrative Appeal)

***Define Specific Request – see reverse side for examples:**

Request is made in accordance with Chapter 190 Zoning, Subdivision and Land Development Article, _____ §190-_____ of the *Talbot County Code*. Property is located on _____ in the _____ Zone, **(Refer to Talbot County Zoning Maps)**. Property owner(s) are/is (Names on Deed) _____ and the property is located on Tax Map _____ Grid _____ Parcel _____, Lot _____. All persons are notified of said hearing and invited to attend. **The Board reserves the right to close a portion of this hearing as authorized by Section 10-508 (a) of the Maryland Annotated Code.**

(See examples on next page)



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Examples for Public Notice

(The sections listed below are samples only)

Special Exception: Applicant(s), (Name of Applicant/Business) is seeking a special exception to establish two (2) commercial green houses and a plant nursery for retail use. Request is made in accordance with Chapter 190, Article IX, § 190-180 of the *Talbot County Code*.

Special Exception & C/A Variance: Applicant(s), (Name of Applicant/Business) is requesting a Special Exception to construct a 190 foot high wireless telecommunications tower with an 8 foot lightning rod for a total of 198 feet and equipment shelter within a 30' x 80' fenced area. Applicant is also requesting a variance of the 25 foot non-tidal wetland buffer to 0 feet to upgrade an existing road to provide access to the proposed tower. Request is made in accordance with Chapter 190, Article III, § 190-16, §190-105, Article VI, § 190-139, Article IX, §190-180 and § 190-182 of the *Talbot County Code*.

Floodplain Variance: Applicant(s), (Name of Applicant/Business) is seeking a variance of the strict elevation requirements for the lowest floor of their renovated accessory structure which constitutes substantial improvements in a floodplain. The flood protection elevation for this structure is 8 feet; the accessory structure floor height is built at 6.34'. Request is made in accordance with Section 70-21 B of the *Talbot County Floodplain Management Ordinance*.

Critical Area Variance: Applicant(s), (Name of Applicant/Business) is requesting five (5) variances of the Shoreline Development Buffer to (1) Convert an existing patio to a screened porch with deck above, located 34'-8" from Mean High Water; (2) In ground pool 16' x 30' located 39'-7" from MHW; (3) Concrete deck located 36'-5" from MHW; (4) Construct a 24' x 24' detached garage with attached 6' x 12' storage building located 63'-4" from MHW; (5) Vertical expansion and additions no closer than 40'-8". The current residence is 42'-7" from Mean High Water. Request is made in accordance with Chapter 190, Article II, § 190-14 B, Article VI, § 190-139 and Article IX, § 190-182 of the *Talbot County Code*.

Non-Critical Area Variance: Applicant(s), (Name of Applicant/Business) is requesting a variance of the required 50' side yard setback to 33' to construct a 1,700 square foot deck connected to the residence including an octagon gazebo. Request is made in accordance with Chapter 190, Article II, § 190-13 E and Article IX, § 190-182 of the *Talbot County Code*.

Reasonable Accommodations for a Disabled Citizen & Critical Area Variance: Applicant(s), (Name of Applicant/Business) are requesting a variance of the Shoreline Development Buffer for an existing concrete walkway located 0' from Mean High Water. Request for the walkway is to allow for the reasonable accommodations of a disabled citizen. Request is made in accordance with Chapter 190, Article II, § 190-14 B, Article VI, § 190-139, Article IX, § 190-181 of the *Talbot County Code*.

Administrative Appeal: Applicant(s), (Name of Applicant/Business) have filed an Administrative Appeal under § 134-17 of the *Talbot County Code*, contending that the Talbot County Engineer, _____ erred by denying a waiver of § 134-16, private road standards. Request is made in accordance with Chapter 190, Article IX, § 190-179 of the *Talbot County Code*.



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Special Exception or Modification Application

Office Use Only:

B.O.A. Hearing Date: _____ Fee Paid: _____

Filing Date: _____ Time: _____

Planning Commission Date: _____ Notices Mailed: _____

Place Ad Date: _____ Dates of Ads: _____

To the Honorable, the Talbot County Board of Appeals

Pursuant to the provisions of the Talbot County Zoning Ordinance for Talbot County, Maryland enacted May 16, 1953, or as amended, request is hereby made for:

_____ **Variances (Critical Area)**
_____ **Variances (Non-Critical Area)**
_____ **Administrative Appeal**
_____ **Special Exception or Modification**
_____ **Nonconforming Uses**
_____ **Nonconforming Structures or Lots**

Purpose of Appeal: State fully the kind of exception desired and reasons therefore. Please give a detailed description, may be written or typed on a separate page if needed, label as Attachment A.

Location of Property: _____

Tax Map _____ Grid _____ Parcel _____ Lot _____ Size _____ Zone _____

Property Owner: _____

Address of Owner: _____

Telephone Number: _____ Cell Number: _____

Applicant's Name, Address & Telephone Number(s) if different from property owner: _____

Has above property ever been subject of previous Board of Appeals Proceeding?

If so, give Application number(s) and date(s) _____

I (we) hereby certify, under penalty of perjury, that the matters and facts set forth in the a foregoing Appeal are true to best the best of my (our) knowledge and belief.

Applicant's/Agent's Signature

Date

Important: Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.



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Adjacent Property Owner List

Name(s) and Addresses of the adjacent property owner(s) as required by Chapter 20, § 20-10 of the *Talbot County Code*. Said mailed notice shall be directed to the address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

Name and Address	Map	Grid	Parcel & Lot #

Applicant's/Agent Signature

Date



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Special Exception or Modification Standards

Chapter 190 Zoning – Talbot County Code

Talbot County Board of Appeals – see Chapter 20

Article IX, § 190-180 - Special Exception

Special Exception – Burden of Proof

The applicant for a special exception shall have the burden of proof which shall include the burden of going forward with the evidence and the burden of persuasion to all questions of fact, which are to be determined by the Board of Appeals.

A Special Exception may be granted only when the Board of Appeals finds from a preponderance of the evidence proposed use will satisfy all of the following standards:

- (1) The use will be consistent with the purposes and intent of the Talbot County Comprehensive Plan.

Applicant Response:

- (2) The use will comply with the standards of the zoning district in which it is located, except as those standards may have been modified by the granting of a variance.

Applicant Response:

- (3) The scale, bulk and general appearance of the use will be such that the use will be compatible with adjacent land uses and with existing and potential uses in its general area, and will not be detrimental to the economic value of neighboring property.

Applicant Response:

- (4) The use will not constitute a nuisance to other properties and will not have significant, adverse impacts on the surrounding area due to trash, orders, noise, glare, vibration, air and water pollution, and other health and safety factors or environmental disturbances.

Applicant Response:

- (5) The use will not have significant adverse impact on public facilities or services including roads, schools, water and sewer facilities, police and fire protection or other public facilities or services.

Applicant Response:

- (6) The use will not have a significant adverse effect upon marine, pedestrian or vehicular traffic.

Applicant Response:

- (7) The use will not produce traffic volumes which would exceed the capacity of public or private roads in the area or elsewhere in the County, based on the road classifications established in Chapter 134, the Talbot County Roads and Bridges Ordinance, and other applicable standards for road capacity.

Applicant Response:

(8) Any vehicle access to proposed off street parking areas and drive in facilities will be designed to minimize conflicts between vehicular, bicycle and pedestrian traffic and to minimize impacts on adjacent properties and on public or private roads. In addition, any resulting commercial and truck traffic should not use a residential street nor create a hazard to a developed residential area.

Applicant Response:

(9) Any use will not significantly adversely affect wildlife with respect to the site’s vegetation, water resources, or its resources for supplying food, water, cover, habitat, nesting areas, or other needs of wildlife.

Applicant Response:

(10) The use will not significantly adversely affect adjacent existing agricultural uses.

Applicant Response:

All standards above must be addressed, do not leave any questions unanswered.

County action will be predicated upon the applicant’s compliance with the above.

The Applicant shall provide evidence of compliance with Chapter 190, Article II, Regulations for specific land uses and § 190-147, as applicable.

The Applicant is responsible for providing compliance with each finding and requirement, and consistency with Chapter 190 of the *Talbot County Code* and the intent of the critical area law.

Applicant’s/Agent Signature

Date

References:

- 1. Talbot County Comprehensive Plan
- 2. Talbot County Code
- 3. File

Location of all proposed structures must be staked out prior to the Board’s site visit.



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Sign Maintenance Agreement

I (we), the petitioner(s) of this appeal, agree that I (we) will be responsible for the continuous maintenance, during the period prior to the hearing date, of the sign which I (we) agree to have posted on the property for purposes of this hearing. I (we) further agree to notify the Board of Appeals if at any time during the required posting period this sign is not properly posted.

Said sign is to be returned to Planning and Permits Office within five (5) days after the hearing.

Applicant's/Agent Signature

Filing Date

Applicant's/Agent Signature

Posting Date of Sign

Section below to be completed the night of the hearing

Sign Affidavit

I hereby affirm under penalties of perjury that the subject property was posted as required on _____ (date) and to the best of my knowledge, information and belief the posting remained in place until _____ (date).

____ Check if sign was returned the night of Applicant's hearing.

Signature of Applicant's/Agent

Information Purposes Only (Posting of Sign)

Notification: Unless otherwise expressly provided by law, all notices to the general public required by the terms of the *Talbot County Code*, Chapter 20, shall be accomplished as follows:

Posting of Property: The applicant shall post the property by erecting a sign furnished by the Board of Appeals Office at least 15 days prior to the public hearing. The sign shall be located on the property, nearly centered between its two side property lines, and within 10 feet from the most traveled public road. If no public road abuts the property, the sign shall be located so that the public will most readily see it. Signs shall be posted conspicuously and continuously maintained upright, visible, and free from obstruction by vegetation or otherwise, through the conclusion of all public hearings. The sign furnished by the Planning and Permits Office shall not be less than two (2) feet high and two (2) feet wide, and shall bear the words: Notice Zoning Application Pending. Phone 410-770-8030 for information.

At the hearing, it shall be the duty of the applicant to prove by affidavit that he has fully complied with this provision and has continuously maintained the sign or other posting in compliance with this provision up to the time of the hearing.

If the applicant is a person other than the owner, his attorney, agent or a person otherwise privy with the owner and the applicant files an affidavit stating that the owner is unwilling to permit The posting of any such sign, the posting shall be made by Planning Officer.



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Independent Procedures Disclosure and Acknowledgement Form

Proposed Project Name: _____

Physical Address of Property: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

Name of Applicant: _____

Phone Number(s): _____

Agent/Attorney: _____

Phone Number(s): _____

Applicant's Email Address: _____

Agent's Email Address: _____

Property Owner: _____

Phone Number(s): _____

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Office of Planning and Permits, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Office of Planning and Permits nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Office of Planning and Permits, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

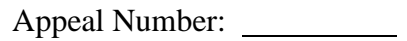
I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.

Applicant's Signature

Date

Attorney/Agent Signature

Date



Property Directions

All Structures and Additions must be staked out upon submittal prior to the Planning and Permits Office and Board of Appeals site visit.

Site Visits: A majority of the members of the Board of Appeals shall be required to visit the site before a hearing. However, a decision on an appeal before the Board of Appeals shall be decided upon the basis of the evidence of the record.

Decision: A written decision will be prepared containing a statement as to the findings of fact and the conclusions of law upon which such decision is based. The Board's Attorney will render a written decision within 30 days after completion of the hearing. Any person aggrieved by any decision of the Board may appeal the same to the Talbot County Circuit Court within thirty (30) days of the Board's written decision.

Building Permit: Upon the Written Decision from the Board of Appeals and compliance of any conditions imposed you may then apply for your building permit. Permit Applications need to be submitted to Talbot County Planning and Permits Office.